



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LAW ENFORCEMENT TRNG INSTR III-TELECOMM

Job Number: 20000711

Job Code: 24490V161016

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 08/16/1995

Job Revised: 10/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Evaluates training and assists in the development of training needs. Researches, designs, develops and independently conducts competency-based training classes in law enforcement telecommunications as well as other specialized areas. Designs and develops training evaluation tools and methods. Mentors and trains law enforcement/other justice training instructors. May act as supervisor during his/her absence; performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree plus fifteen hours of graduate study.

EXPERIENCE:

Must have three years of experience as a dispatcher in a law enforcement agency in addition to five years of experience as a Law Enforcement Training Instructor II - Telecommunications or Law Enforcement Training Instructor II.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for two years of the Law Enforcement Training Instructor experience.

Substitute EXPERIENCE for EDUCATION:

Experience as a Law Enforcement Training Instructor/Telecommunications Instructor will substitute for the dispatcher experience on a year-for-years basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must have completed 400 clock hours of in-service or equivalent continuing education credits approved by the Department of Criminal Justice Training. Two hundred hours must have been completed while employed as a Law Enforcement Training

Instructor II - Telecommunications or Law Enforcement Training Instructor II. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Consults with agency leaders to assess/diagnose training needs and requirements. Researches, designs, and develops training courses based on training needs analysis and identified competencies. Applies adult learning principles and training techniques to conduct classes in general law enforcement telecommunications, Law Information Network or Kentucky informational systems, National Crime Information Center System, telecommunications data base files and the supervision of law enforcement telecommunication operations and centers as well as advanced classes in specific areas. These areas may include: managerial/supervisory skills, leadership principles, behavioral styles, training design and delivery, presentation techniques, organizational performance measurement, and team effectiveness. Evaluates the design and content of training courses to ensure the integration of competency based learning into the training curriculum. Designs and develops evaluation tools and methods to assess the impact of training. Provides consultation and facilitation to agency officials. Manages special projects. Mentors, trains and develops Law Enforcement Training Instructor I and II's. Coordinates the scheduling of courses, selection of class locations, and assignments of instructors to a wide variety of courses offered at the Department of Criminal Justice Training (DOCJT) as well as throughout the state. Leads and serves on internal teams. Manages internal processes. Develops and presents curriculum for approval to the Kentucky Law Enforcement Council, the governing body for all Law Enforcement Training in Kentucky. May act as supervisor in his/her absence.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform work in a classroom and/or simulated training setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.